



WS 21-02
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Financial Aid
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To: Career Office Contractors
Financial Aid Support Center
Financial Aid Payment Office

FROM: Mike Temple
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SUBJECT: Trade Adjustment Assistance (TAA) - Procedures for Adversely Affected Customers

Purpose

To update procedures for helping customers eligible for financial aid using Trade Act resources - Trade Adjustment Assistance (TAA) and Trade Readjustment Allowances (TRA).

This issuance replaces WS 18-13 Procedures for Trade-Affected Customers issued July 23, 2018.

Key changes incorporated in the procedures include:

- Changes the description of trade-affected workers to adversely affected workers
- Reduces the number of workers who may petition the Department of Labor to be eligible for Trade benefits from three to two
- Rapid Response services must be provided to members of a group of workers for whom a petition is filed, regardless of whether the petition is eventually certified
- Requires co-enrollment in WIOA Dislocated Worker services to assist workers with finding employment or gaining skills for reemployment as quickly as possible
- Requires WIOA funds to be used for training until the Department of Labor provides approval of TAA certification
- Changes the name of the Reemployment and Training Plan to Individual Employment Plan
- Added a chart to assist staff with understanding the calculations for the calculating the costs of transportation and subsistence
- Added instructions for entering training expenses on the ITA/Financial Assistance tab in Service Tracking menu in TWIST.
- Added TAA Acronyms and Definitions

Background

The federal Trade Act provides money to help workers who have lost their jobs due to adverse effects of foreign trade. The U.S. Department of Labor is responsible for determining if a company's workers are eligible for assistance and for providing funds to the states and workforce boards. In Texas, the state and Workforce Solutions are responsible for delivering service to eligible workers.

Trade Act financial aid comes in two forms: Trade Adjustment Assistance (TAA), and Trade Readjustment Allowances (TRA). TAA consists primarily of financial aid grants for education expenses (tuition/fees, books), out-of-area job search travel, and relocation expenses. TRA is a stipend, paid to an individual customer through the Unemployment Insurance system, after regular UI compensation has been exhausted.

The Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015) was signed into law on June 29, 2015. The new law continues the Trade Adjustment Assistance (TAA) program for six years and changes group eligibility requirements and individual benefits and services available under the Trade Adjustment Assistance (TAA) program, retroactive to January 1, 2014. All certified petitions numbered 85,000 and above will fall under the provisions of TAARA 2015. TAARA 2015 reinstates:

- 26-week waiver/in training deadline date
- Part-time training

Our procedure provides background information and the processes for tracking services.

Customer Service

Career office staff members work with customers who ask us about benefits available through the Trade Act. The Trade Adjustment Act Procedures document details the service process for staff to use to assure our customers get what they want and need. This document as well as other guidance, forms and letters are at <http://www.wrksolutions.com/staff-resources/system-resources/trade-act-rules-and-procedures>.

Every customer who has any interest in services available under the Trade Act must get a Workforce Solutions Orientation Packet that includes at least:

- Explanation of Services Form – English or Spanish as appropriate
- [Job Skills Seminars description sheet](#)
- Rebranding Your Skills Tip Sheet

These documents are available at this link: <http://www.wrksolutions.com/staff-resources/system-resources/trade-act-rules-and-procedures>

Action

Make sure all staff members understand the procedures and know their role in helping adversely-affected customers get the service and benefits they want and need.

Questions

Staff should ask questions of their supervisors and managers first. Direct questions for Board staff through the electronic Q&A available for new issuances on <http://wrksolutions.com>.